

Tennessee College of Applied Technology – Livingston

2019 Governor's Investment in Technical Education (GIVE)

Fabricating a New Workforce in Clay County through Welding Technology

IN PARTNERSHIP WITH:

1. Upper Cumberland Local Workforce Development

Clay County Chamber of Commerce

Celina/Clay County Industrial Development Board

Highlands Economic Partnership - Workforce and Education – Pathways

2. Tennessee College of Applied Technology Livingston

3. Clay County School System

Clay County High School

4. Honest Abe Log Homes

VF Transformer

Stephens Manufacturing

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Livingston, TN 38570

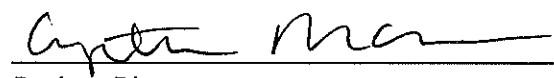
(931) 823-5525

Funding Requested:

\$1,000,000.00



President of CCAT Livingston



Project Director

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Project Summary

The Tennessee College of Applied Technology Livingston and Clay County GIVE program will create a new pathway in welding at Clay County High School. The grant will acquire the necessary equipment to develop a program of study that will include dual enrollment Welding classes conducted by the TCAT Livingston. The pathway will allow high school students from both Clay County and Jackson County to receive training that will culminate in a post-secondary certificate or diploma from the Welding Technology program at TCAT Livingston. High School students will have the opportunity to take Welding classes, between 90-1080 clock hours, while in high school. For each class one Early Post-Secondary Opportunity credit will be earned for each dual enrollment class taken. In addition, the American Welding Society SENSE certification will be part of the new pathway giving students an opportunity to earn another EPSO with the SENSE industry certification.

The grant will also include a strong work-based learning component that will allow seniors to participate in an internship in Welding as their capstone CTE class. By creating a pipeline of graduates in Welding, the grant will provide Clay County with the opportunity to increase the number of post-secondary credentials being earned and contributing to the county's ability to meet the Drive to 55 goal. Working with county administrators and industry partners, the program will offer early career choices to students and assist them in reaching their full potential.

Section 1: Demonstration of Need

After several years of strong job growth, the Tennessee Department of Economic & Community Development shows a continued increase in the demand for skilled workers in the Advanced Manufacturing and Energy Technologies sector. The Upper Cumberland region of Tennessee has been attractive for manufacturers due to location, labor supply and business climate. According to the Tennessee Department of Economic and Community Development, the national rate of job growth in manufacturing fields is 5.2 percent while studies also showed Tennessee's growth at 9 percent over a period of 4 years.

The 2018 LEAP Report evaluated the academic supply and occupational demand across each region of Tennessee. Tennessee Higher Education Commission identified production as one of the six occupation groups with employment needs across more than one region. Welding was determined to be high in demand in every region across the state.

The demand for welders in manufacturing and other areas is estimated to create over 12,850 job openings through 2024. The current workforce is reaching retirement age and will contribute to these vacancies. Given the projected industry needs, it is imperative to train skilled workers and help drive the stimulation of US manufacturing. The Occupational Outlook Handbook developed by the Bureau of Labor Statistics lists many occupations requiring the use of welders which includes the following: industrial maintenance mechanics, welding and material engineers, assemblers and fabricators, machinists, plumbers, and pipefitters. The versatility of the welding process allows skilled workers to shift between industries depending on location need and workers' desire.

Job outlook is positive for a welding technician but many employers in the Upper Cumberland Region report difficulty finding welders trained properly in new techniques. The lack of skilled workers has disproportionately affected the growth of domestic manufacturing when compared to other industry sectors. According to the TNECD, there were 20,065 individuals employed by 428 establishments in the manufacturing industry in the Upper Cumberland region of the state with many positions remaining unfilled.

Industry partners for Clay County's GIVE grant are requesting a local workforce equipped with the technical skills needed in their industry sector. Industry partner organizations have confirmed their desire to support this initiative by offering internships, co-ops, and Work Based Learning opportunities. The MIT living wage calculator for Clay County, TN, for a family of 5, with both parents working, is considered \$15.21/ hour. A welder in the Upper Cumberland of Tennessee can expect to earn an average of \$16.49/ hour which was confirmed with local businesses.

The GIVE grant would provide the funds necessary to develop the welding program within the Clay County School System. Students will begin their training in high school to earn college level credit hours. If they continue the program post-secondary, students will have the opportunity to participate in a progressive program where they can earn three certifications and graduate with a Combination Welding Diploma. TCAT instructors concentrate on needs specific to our region, and prepare students with the skills and knowledge necessary to succeed in any welding occupation. "American Welding Society (AWS) Certification testing is available for those that wish to pursue that option."

TCAT – Livingston, Clay County Schools, industry and community partners propose the TCAT Livingston welding program will address local workforce needs. Improving the pathway between secondary and post-secondary institutions, post-secondary education will be more attainable. The increase in certificates and diplomas will have a profound impact on meeting goals for the Governor’s Drive to 55 initiatives by attracting a new pool of students that would begin working toward a post-secondary credential through dual-enrollment as detailed in the program plan.

Section 2: Program Plan

Grant activities will begin in January of 2020 with renovation of the lab space. Appendix D gives a detailed timeline of the critical activities and actions required for the success of the grant. Included in the timeline is an overview of the activity along with the measurable outcomes for each of the activities.

Beginning in January of 2020, the TCAT Livingston will also begin the process of purchasing the welding stations, welders, CNC, saws, rod oven, steel racks, hand tools, PPE, and various supplies needed for the program. The goal will be for all equipment and supplies to be purchased and in place by the end of May. The outcome for this activity will be that the welding program will have all the necessary equipment, supplies and tools needed to complete the training in the Welding Technology program.

The TCAT Livingston will advertise in January for a Workforce/Work-Based Learning Coach to serve both Clay County and Jackson County. A job description can be found in Appendix E. The coach will be responsible for working with employers and students in the area

to provide meaningful work-based activities. Activities will begin in the elementary school where the coach will spend time in the classrooms providing career exploration activities. These activities will include a "Career Tech Reading Day". During the Career Tech Reading Day, employers will read and visit with students to explain their careers and the need for a skilled workforce. Employers will also provide industry tours for middle school students and work-based internship opportunities for high school students. The coach will coordinate and report student activity to the project director and advisory committee. The coach will also be responsible for recruiting high school students to enroll in the Welding Technology program at Clay County. A critical role of the coach will be to establish relationships with employers, parents, teachers, and students. Communication and marketing of the program and the need to fulfill the skill gaps in the workforce will be a priority of the Workforce/Work-based coach. The measurable outcome for this activity will be the number of students enrolling in the Welding Technology program and other technical programs of study. Outcomes will also be measured by the number of EPSOs earned by students.

The position of the Workforce/Work-Based Learning coach will be to focus on the recruitment of underrepresented student groups such as low income students and women. The coach will work to identify the student groups who are traditionally underrepresented and will develop a recruitment plan to encourage students to pursue careers in Career and Technical Education. The Appalachian Regional Commission calculates that Clay county has a 3-year average poverty rate of 26.6% with 6.8% unemployment and needs skilled individuals to join the workforce. The coach will plan activities that educate both parents, community members and students of the need for a skilled workforce and the shortage of workers with technical

skills. The measurable outcome for this activity will be the increase in the number of economically disadvantaged students and women who enroll in Career and Technical programs of study.

A major continuum of the work-based learning activities is the transition from middle school to high school. A summer Career and Technical Bridge program will be established as part of this grant. The program will consist of a one-week program to introduce rising freshman the opportunity to familiarize themselves with the Career and Technical opportunities available to them at the high school. The program will include industry tours, a tour of TCAT, employer speakers and hands-on activities in the career and technical labs—Welding Technology at Clay County. The Bridge program will be coordinated by the Workforce/Work-based Learning coach and the outcomes of the program will be determined by the number of students attending the camp who enroll in a career and technical program of study in high school.

Work-based learning will also include a capstone internship class that will give the students one credit in their program of study. Students who have completed three Welding Technology classes will have an opportunity to apply for a one semester internship with our employer partners. Students will interview with the employer and will be given the opportunity to apply their skills in the workforce. In addition, the grant will establish summer internships for students wishing to work during the summer in a technical field. Students will complete an application indicating the type of technical field they would like to pursue, and the Workforce/Work-based Learning Coach will work to secure summer internship opportunities for students. Employers will be given an evaluation to complete on all students enrolled in an internship. Results of the evaluation will be shared with students and instructors as well as the

advisory committee for the grant. Students will also be asked to write a reflection paper about their experience during the internship course. The measurable outcome for this activity will be the number of students completing three or four courses and a capstone internship class. Outcomes will also be measured by the number of students applying and completing a summer internship.

Another major component of the Clay County's GIVE grant will be teacher engagement with business and industry. A key to the success of this grant will be the engagement of teachers with employers who are needing skilled workers. The grant will fund opportunities for teachers to complete industry tours in both the fall and spring semesters. In addition, the grant will fund a stipend for teachers who wish to participate in a week-long teacher externship with a local employer. A team of teachers will be selected to participate in the program and the Workforce/Work-based Coach will coordinate and lead the team through the program. Lesson plans will be developed based on their experience to be utilized across academic disciplines. First-hand experience of teachers in the industry will better equip teachers, counselors, and administrators to advise students on career choices and opportunities. Professional development opportunities will be tracked on a semester basis and the outcomes of the teacher externships will be measured by both a pre and post survey that will capture their perceptions prior to and after the externship. Teachers will also be asked to complete a semester report outlining how the lesson plans were utilized in their classes.

The grant will purchase equipment that is identical to the equipment being utilized at the TCAT Livingston's post-secondary Welding Technology program. This equipment has been recommended and reviewed by the program's advisory committee which is composed of

employers in the region. The grant will also provide for the addition of 10 Welding booths and welders for the post-secondary program at the main campus of TCAT. The additional welding booths will increase the enrollment capacity of the full-time program and will result in more post-secondary credentials being awarded each year (Drive to 55 Goal). Students in the Clay County dual enrollment program will complete the same curriculum as the post-secondary students on the main campus. Upon completion of high school, students will be able to enter the post-secondary program at the main campus and complete the program in under one year. Students enrolled in the full-time program will also have the opportunity to obtain multiple AWS industry certifications. The post-secondary program will also provide opportunities for students to participate in co-op programs during their last trimester of training. These co-ops will be coordinated with employers by the full-time instructor and will enhance and expand the students training opportunities. The overall objective will be to increase the number of post-secondary credentials being awarded. The high placement rate is an indicator that the equipment and curriculum being utilized is meeting the needs of employers in the region. Each year the TCAT is held accountable for the quality and outcomes of the program through the Council on Occupational Education annual report. This data will be shared with the advisory committee for the GIVE grant.

Another component of this grant will be to expand and enhance the Work Ethic Diploma program at the high school. In response to the needs for a stronger work ethic in the workforce, students will be encouraged to participate in the Work Ethic Diploma program. The Workforce/Work-Based Coach will develop marketing materials, promote the program at up and rising freshman night, recruit additional employers to participate in the program and help

students develop portfolios that showcase their work ethics. At the end of the school year, a recognition dinner will be held to honor students and employers who participate in the program. The dinner will give students and parents an opportunity to meet and network with employers in their chosen field.

The TCAT Livingston is governed by the TN Board of Regents (TBR) and all TBR policies and procedures will be followed in implementing the GIVE Grant. Decisions regarding grant activities will be made in accordance to the policies and procedures of TBR with final decisions made by the President. An advisory committee will be appointed to maintain oversight of the grant activities throughout the project period. The committee will be comprised of a representative from each of the partners of the grant and will meet twice during the fiscal year (See Appendix C for membership). Through the collaboration of this committee, the TCAT Livingston and Clay County will be held accountable for the activities and outcomes of the grant. The project director for the grant will be employed by the TCAT Livingston. The primary duties will be to oversee the implementation, reporting, compliance, and outcomes of the grant. The project director will coordinate with the Workforce/Work-Based Learning Coach to ensure that all activities are being conducted and partnerships with employers are being established.

Section 3: Strength of Partnership

The Governor's Investment in Vocational Education grant alliance includes local education members, community leaders, and area industry partners. Tennessee College of Applied Technology Livingston, Clay County School System and Clay County High School will

represent the county's education institutions. Community leaders from the Upper Cumberland Local Workforce Development Board Area 7, the Tennessee Department of ECD Upper Cumberland Region, the Clay County Chamber of Commerce, the Celina/ Clay County Industrial Development Board, and the Highlands Economic Partnership – Workforce and Education – Pathways program will act on behalf of the community and will play a key role implementing the GIVE grant. Honest Abe Log Homes, VF Transformer, and Stephens Manufacturing will act for our local industries.

The Memorandum of Understanding (appendix F) agreed upon will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships. The partnership will support efforts to develop an employer-driven career path that can be obtained through higher education programs. This partnership provides high school students the opportunity to earn both TCAT (clock hours) and high school graduation credits simultaneously upon successful completion of qualified course(s). Clay County's program is "Fabricating a New Workforce in the Clay County through Welding Technology".

Clay County School System and Clay County High School will encourage students to enroll in the welding program and will support them in this endeavor. The high school will provide the program an appropriate facility and instructional materials. Feedback from students and their progress will be continually communicated to each grant partner during advisory board meetings.

The TCAT Livingston will serve as the lead entity and fiscal partner for the GIVE grant. In this capacity, TCAT Livingston will collaborate with each partner representative to coordinate

grant objectives, including scheduling meetings and events. The TCAT Livingston, Clay County School System, and Clay County High School have successfully implemented and maintained technical programs to address the needs of the local workforce. As the need of the local workforce shifts, the education partners are quick to adjust curriculum as suggested by the Highlands Workforce Development and Education partnership.

The Highlands Workforce Development and Education – Pathways Initiative has been especially successful by their ability to recognize skills gaps and suggest new and innovative ideas to address local workforce needs. The Highlands organization communicates with the Clay County Chamber of Commerce to assist meeting their focus on community goals. One of the Chamber’s primary objectives is to collaborate with the Tennessee Department of Economic and Community Development to make Clay County attractive to new businesses and industries ready to settle or relocate.

The Upper Cumberland Workforce Development Board prepares students for the steps necessary to obtain a working position in the welding field. They offer their services by means of training workshops and individual assistance. Some of the skills students will learn are to develop a career plan, write or improve their resume, and interviewing skills.

Employers in the Upper Cumberland recognize the importance of a trained workforce and will assist in the implementation of Clay County’s welding program. A list of these employers can be found in appendix C. These partnerships are key to the success of the program and requires active participation. Our industry partners have pledged their support by providing direct reinforcement of academic, technical and employability skills through Work

Based Learning programs. Industry partners will document student learning and ensure assessment is aligned with program expectations.

Industry partners will provide meaningful and sustainable work experiences to students through internships, co-ops, and registered apprenticeships when required. Summer internships for students, faculty, and guidance counselors are also important to further develop classroom experiences and ensure alignment with workplace needs. Honest Abe Log Homes, VF Transformers, and Stephens Manufacturing will each have a company representative on the advisory board to communicate the development and progress of their interns and/ or newly hired employees.

Through mutual collaboration and support from all community levels, Clay County High School student's efforts will align with Tennessee's Drive to 55 goals by increasing post-secondary education in the region.

Section 4: Budget Plan

Tennessee College of Applied Technology Livingston and Clay County's objective for the GIVE grant funds is to provide a smooth transition for students through a dual- enrollment program. A funded welding program in Clay County High School will allow students hands-on training in a career cluster that meets area industry requirements. Establishing these programs at the secondary education level provides students with the opportunity to begin their career training and will encourage a greater number of students to attend post-secondary, supporting Tennessee's Drive to 55 goals. Before the program can be implemented, program partners will have to acquire funding. A detailed item list with costs is provided in Appendix B.

The program will be housed at Clay County High School in a lab previously utilized as an agriculture shop class. The space currently has two welding booths and a large space for accommodating the additional sixteen welding booths. The space will need modernized electricity and air; and the current exhaust system will need to be modified to accommodate the additional welding stations. The location will need to add a new concrete pad suitable for housing the gas cylinders necessary for welding, as well as fencing for the perimeter of the pad. The outcome for this activity will be a welding lab that will provide space for up to 18 welding students. The AWS SENSE Software program will be required to ensure current specifications and guidelines.

In addition to classroom renovations, we will be purchasing classroom furniture, laptop computers, textbooks, whiteboards and additional instructional materials. An experienced instructor's salary and benefits, whose career focuses on welding as an advanced manufacturing method, will also be funded by the grant. If student's meet the requirements necessary to sit for a certification exam, funding will be provided for testing.

Clay County Schools will hire a Workforce/ Work-based learning Coach. The individual in this position will facilitate student opportunities to participate in apprenticeships, internships, co-op programs and assist students in their transition from high school to post-secondary education. The Workforce/Work-Based Learning Coach will schedule site visits with our industry partners and accompany the instructor and students. Transportation costs for these visits will also be funded by the grant.

The program instructor, guidance counselor, and Workforce/Work-Based Learning Coach will be required to visit industry partners during each summer. These externships will provide support staff with the hands-on experience so they can better understand the equipment and skills necessary for program success. This information will assist educators in their efforts in attracting and retaining students that will be more successful in completing the program.

A primary focus of TCAT Livingston and all of the Upper Cumberland community, industry, and educational partners is to insert work ethics training at every opportunity. Students have the opportunity to demonstrate employability qualities, as well as work-based skills, and will be recognized for these accomplishments. The grant will allow Clay County High School to award students with a distinction on their diploma and celebrate their accomplishments with a banquet upon graduation.

As the lead institution, TCAT's program director for the GIVE grant will coordinate with all partners to ensure grant stipulations and record requirements are being met. The indirect funds have been reserved to cover the costs of implementation and administration of the grant. Information gathered for the duration of the program, will be combined and used for future planning.

Section 5: Sustainability

The Tennessee College of Applied Technology – Livingston has been in existence since 1966 and continues to maintain strong enrollments, completion, and placements of students. The mission of the College is to be the premier supplier of workforce development throughout

the Upper Cumberland area. TCAT – Livingston’s 2017-2018 graduation rate is 83.7% with a 96.1% placement rate.

The demand for TCAT Livingston’s advanced welding program continues to grow as evidenced by the area enrollment. The addition of state-of-the-art equipment and a renovated safety facility will strengthen the student’s educational experience while having the ability to accommodate more students.

Dual enrollment has been a major part of the training at the TCAT – Livingston since the early 1980’s with the passage of the Comprehensive Education Act. TCAT – Livingston trains on average around 1000 high school students from 6 counties each year. The addition of a postsecondary program of study in Clay County will provide more students with an opportunity to pursue new career paths. Given the rich history of the TCAT – Livingston and the successful implementation of Career and Technical Programs at the secondary level, the sustainability of this program of study is expected to be long-term.

The TCAT – Livingston is committed to maintaining the program as long as the needs exist. The college’s internal maintenance department will service and repair program equipment. Preventative maintenance will also be completed to extend the life of the welding program equipment and tools.

Each of Clay County’s employer partners have well established businesses in the Upper Cumberland and continue to grow and thrive in an ever changing economy. Each partner has shown, through their involvement in the region, their commitment to building a strong workforce that supports the needs of existing business and future businesses that locate in the

Upper Cumberland region. Each employer has committed to ensuring the success of the grant as indicated by their work-based learning program. Employer partners will continue to serve on the Advisory Board for the welding program after the grant period and will continue to contribute to the overall success of the training provided.

Communication with each of the industry and educational partners will continue after the grant period through the Advisory Board. TCAT staff will maintain constant contact with the community leaders and employers in the region. TCAT Livingston, Clay County School System, and our industry and community partners will have the opportunity throughout the year to share data necessary to evaluate the success of the program. Program requirements will be continuously adjusted accordingly.

The GIVE Advisory Board will identify workforce needs related to the program and develop the training to meet these needs through continuous improvement initiatives. The implementation of programs such as the TN Lottery, TN Promise, and TN Reconnect will also support and encourage students to enroll post-secondary in high-demand occupations and careers and to pursue post-secondary education at the Tennessee Colleges of Applied Technology. TCAT Livingston and Clay County School System will pursue additional financial opportunities to assist in funding the program. TCAT Livingston is committed to the efforts of the governor and his administration and supports their “accelerated transformation of rural Tennessee”.

Section 6: Economic Status Acknowledgement

The Appalachian Regional Commission (ARC) has determined the economic status for FY 2018. Clay County has been categorized as DISTRESSED. (See appendix F)

APPENDIX B

GRANT BUDGET				
GIVE Program Competitive Grant				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following				
Applicable Period:		BEGIN: January 2020 END: July 2022		
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	\$ 445,300.00		\$ 445,300.00
4, 15	Professional Fee, Grant & Award			\$ -
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage, & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$ 56,000.00		\$ 56,000.00
11, 12	Travel, Conferences & Meetings	\$ 53,000.00		\$ 53,000.00
13	Interest			\$ -
14	Insurance			\$ -
16	Specific Assistance To Individuals			\$ -
17	Depreciation			\$ -
18	Other Non-Personnel			\$ -
20	Capital Purchase	\$ 365,700.00		\$ 365,700.00
22	Indirect Cost	\$ 80,000.00		\$ 80,000.00
24	In-Kind Expense			\$ -
25	GRAND TOTAL	\$ 1,000,000.00	\$ -	\$1,000,000.00

GIVE GRANT EQUIPMENT LIST

Clay County - - Welding Technology

EQUIPMENT

Clean Aire America Welding Booths 16	\$ 200,000.00
Welders	\$ 35,000.00
Steel Rack	\$ 3,000.00
Powermax 85 Hand System for Welder	\$ 3,500.00
45 Ton Metalpro Ironworker	\$ 4,600.00
Horizontal Band Saw	\$ 4,900.00
Solid Door Wall Cabinet (Qty 2)	\$ 3,000.00
All Welded Plastic Bin Cabinet	\$ 1,400.00

Chipping Hammer, Angle Grinder, Bench Grinder, Grinding Wheels	\$ 1,000.00
Acetylene Cutting Tips	\$ 600.00
Cutting Attachment, Torch, Arrestor, Regulator	\$ 1,000.00
Hand Tools	\$ 5,000.00
Steel Welding Stools x 16	\$ 1,200.00
Welding Rod Oven	\$ 1,000.00
Air Hoses	\$ 500.00
Gas Cylinder Rental and Gas	\$ 10,000.00
Welding Rods	\$ 5,000.00
AWS SENSE Software	\$ 15,000.00
Portal Welding Ventilation	\$ 5,000.00
CNC Welding System	\$ 25,000.00
Welding PPE	\$ 5,000.00
Subtotal	\$ 330,700.00
 RENOVATIONS	
Concrete Pad and Fence for Gas Cylinders	\$ 10,000.00
Electrical and Air Updates for shop area	\$ 25,000.00
Subtotal	\$ 35,000.00
 INSTRUCTIONAL EQUIPMENT	
Laptops (20)	\$ 30,000.00
Laptop Charging Cart	\$ 1,000.00
Textbooks	\$ 5,000.00
Classroom Furniture	\$15,000.00
Subtotal	\$ 51,000.00
 TRANSPORTATION	
Fuel and Mileage for Bus Transportation	\$ 30,000.00
Bus Driver for Transporting Students	\$ 20,000.00
Subtotal	\$ 50,000.00
 PERSONNEL	
Workforce/ Work Based Coordinator Salary	\$202,300.00
Instructor Salary	\$145,000.00
Instructor Benefits	\$ 75,000.00
Teacher Externships (Subs)	\$ 3,000.00
Teacher Stipends for Summer Internships	\$ 20,000.00
Subtotal	\$ 445,300.00
 Marketing and Meetings	
Marketing and Promotion	\$ 5,000.00
Work Ethics Recognition Banquet	\$ 3,000.00
Subtotal	\$ 8,000.00
 Indirect Cost	\$ 80,000.00
 Total	\$ 1,000,000.00

GIVE Program Notice of Intent to Submit

Lead Entity: Tennessee College of Applied Technology – Livingston

Program Director/Co-Director: Myra West/Jayne Donaldson

Program Director/Co-Director Email Address(es):

Myra.West@tcatlivingston.edu

Donaldsonj@clayedu.com

Name of Higher Education Institution (Fiscal Agent):

Tennessee College of Applied Technology – Livingston

Title of Proposed Project:

Fabricating a New Workforce in Clay County through Welding Technology

Proposed Partners:

Tennessee College of Applied Technology Livingston

Clay County School System

Clay County High School

Upper Cumberland Local Workforce Development

Clay County Chamber of Commerce

Celina/Clay County Industrial Development Board

Highlands Economic Partnership—Workforce and Education—Pathways

Honest Abe Log Homes

VF Transformer

Stephens Manufacturing

Proposed Funding Requested: \$1,000,000

APPENDIX D

GIVE Grant Timeline Clay County--Welding

Month	Activity	Outcome Measure
January-20	Begin Renovation of Facility/Begin Ordering Equipment/Advertise for Instructor/Begin Approval Process for Off-campus location	Number of Instructor Applicants
February-20	Renovation of Facility Continues/Continue to Order and Receive Equipment/Advertise for Instructor/Continue approval process of off-campus site/Highlands Boot Camp	Progress of Renovation/Percentage of Equipment received/Number of Instructor Applicants/Progress of Approval for site
March-20	Renovation of facility continues/Receiving of equipment/Recruit Dual Enrollment Students/Receiving Equipment/Interview Instructor/Highlands Interview Boot Camp	Progress of Renovation/Percentage of Equipment received/Number of Instructor Applicants/Progress of Approval for site/Number of Student Interviewing with at the Highlands Boot Camp
April-20	Registration of Dual Enrollment Students	Number of Student Registering for the program
May-20	Graduation and Work Ethics Recognition Event/Advisory Board Meeting	Number of Work Ethic Distinguishes awarded and number of Employers participating
June-20	Teacher Externship/Student Internship	Number of Teachers and Students participating and evaluation of the program
July-20	Teacher Externship/Student Internship	Number of Teachers and Students participating and evaluation of the program
August-20	Begin Dual Enrollment Classes	Number of Students Enrolled
September-20	Tour of Welding Facility	Number of Students attending tour
October-20	Teacher Externship Day	Number teachers participating and Quality of program as measured by satisfaction survey
November-20	Advisory Board Meeting	Minutes of meeting reflecting the Board's suggestions and evaluation of progress
December-20	Highlands 8th Career Fair	Number of 8th graders attending
January-21	Enrollment of Dual Enrollment and Adult Students	Number of Students enrolled
February-21	Tour of Welding Facility/Highlands Boot Camp	Number of students attending tour and the boot camp
March-21	Recruitment of Dual Enrolled Students for Fall 2021/Highlands Interview Boot Camp	Number of Student Registering for the program/Number of students attending Boot Camp

April-21	Registration of Dual Enrollment Students for Fall 2021	Number of Student Registering for the program
May-21	Graduation and Work Ethics Recognition Event/Advisory Board Meeting	Number of Work Ethic Distinguishes awarded and number of Employers participating
June-21	Teacher Externship/Student Internship	Number of Teachers and Students participating and evaluation of the program
July-21	Teacher Externship/Student Internship	Number of Teachers and Students participating and evaluation of the program
August-21	Enrollment of Dual Enrollment and Adult Students	Number of Dual Enrolled and Adult students in the program
September-21	Tour of Welding Facility	Number of Students attending tour
October-21	Teacher Externship Day	Number teachers participating and Quality of program as measured by satisfaction survey
November-21	Advisory Board Meeting	Minutes of meeting reflecting the Board's suggestions and evaluation of progress
December-21	TCAT Adult Graduation/Highlands 8th Grade Career Fair	Number of Adult Graduates and the number of 8th grades attending the career fair
January-22	Enrollment of Dual Enrollment and Adult Students	Number of students enrolled both dual enrollment and adults
February-22	Tour of Welding Facility/Highlands Boot Camp	Number of students attending tour and the boot camp
March-22	Recruitment of Dual Enrolled Students for Fall 2022/Highlands Boot Camp	Number of Student Registering for the program/Number of students attending Boot Camp
April-22	Registration of Dual Enrollment Students for Fall of 2022	Number of Student Registering for the program
May-22	Graduation and Work Ethics Recognition Event/Advisory Board Meeting	Number of Work Ethic Distinguishes awarded and number of Employers participating/
June-22	Teacher Externship/Student Internship	Number of Teachers and Students participating and evaluation of the program

POSITION TITLE: Work-Based Learning Coach

JOB GOALS: To implement and direct the career and technology work based learning program.

SKILLS:

- Strong organizational skills;
- Ability to coordinate, design, structure, and integrate school-based and work-based instruction;
- Ability to develop, supervise, and complete projects;
- Strong computer skills,
- Strong interpersonal and communication skills with the ability and/or experience to network
- Presentation skills for large and small group trainings and workshops.

FUNCTIONS:

- Serve as a liaison between the school districts, TCAT Livingston, high schools, and local employers
- Coordinate connecting activities between school-based and work-based learning
- Coordinate the development of school-based and work-based competencies

ESSENTIAL JOB RESPONSIBILITIES:

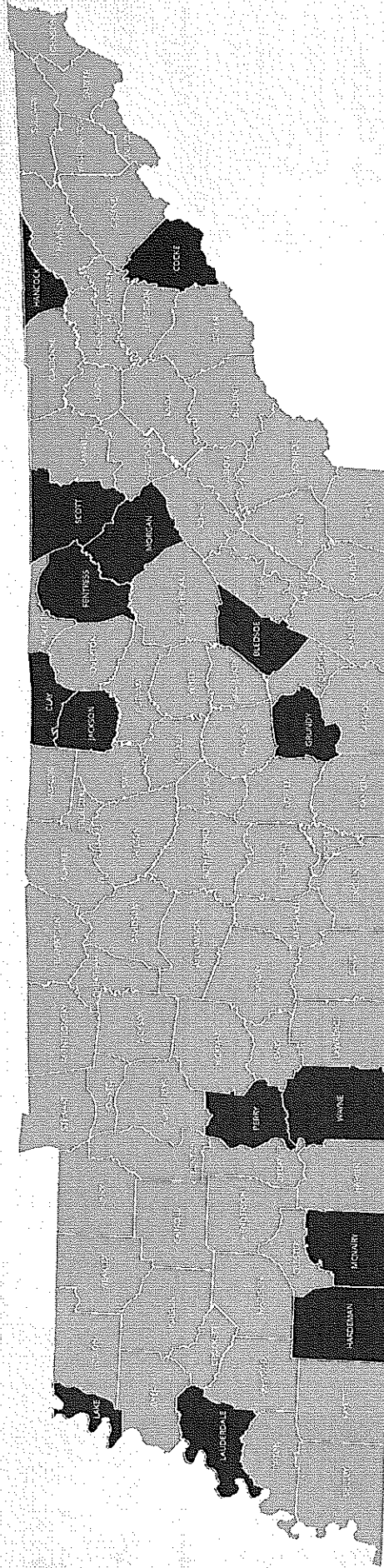
1. Assist the project director and postsecondary representatives in defining needs, developing plans, establishing goals, and formulating policies and procedures for program development.
2. Recruit new businesses and organizations to provide quality work-based and school based learning opportunities for students; serve as the liaison between the schools and business and industry.
3. Maintain lists of businesses/industries willing to participate in work-based learning.
4. Prepare and submit required reports and other documents.
5. Assist in screening, interviewing, and selecting qualified students for work-based learning experiences.
6. Coordinate Internships, Job Shadowing, Service Learning, and other Work-Based Learning programs offered through the TCAT Livingston that relate to the program.
7. Contact business and industry in regards to their employment and training needs and to encourage partnerships with our center.
8. Assist with curriculum development and integration of technical and academic education.

9. Assist with career development of students through career clusters, extended learning opportunities, and employability skills.
10. Maintain a current Advisory Board listing (updated yearly) which includes contact information. Supervise and coordinate Advisory Board meetings. Keep on file records of such meetings.
11. Work with instructors to provide instruction in: employability skills, Resume writing and interviewing skills.
12. Other duties as assigned by the director.

QUALIFICATIONS:

1. Bachelor's Degree
2. Three years of work experience required (Preferred experience in business or education.
3. Ability to work with minimum supervision.
4. Knowledge of work-based learning initiatives to include career counseling.
5. Demonstrated supervisory skills.
6. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

DISTRESSED COUNTIES MAP



DISTRESSED COUNTIES

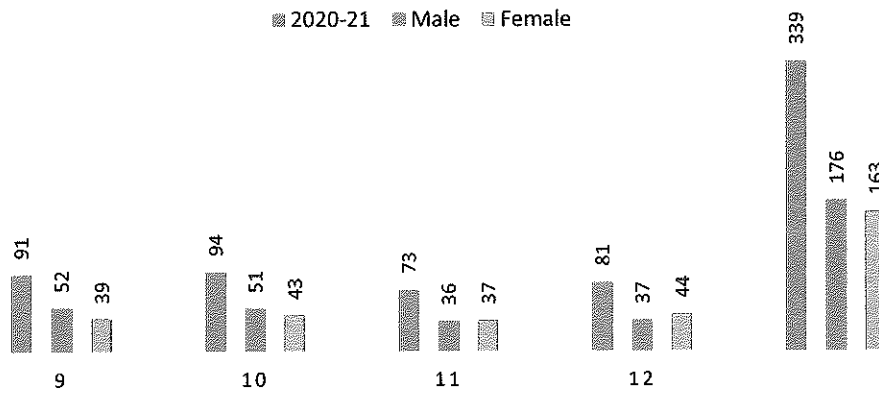
Bledsoe	Lake
Clay	Lauderdale
Cocke	McNairy
Fentress	Morgan
Grundy	Perry
Hancock	Scott
Hardeman	Wayne
Jackson	

Clay County High School

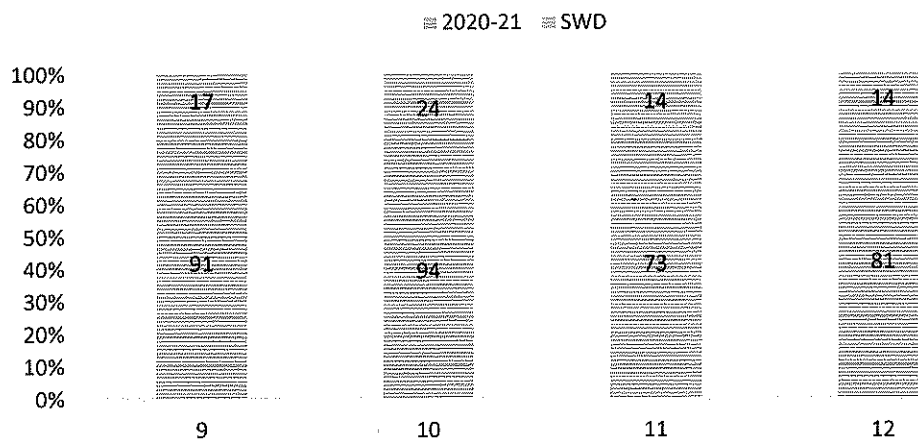
Five Year Student Population Projections

9th through 12th Grade

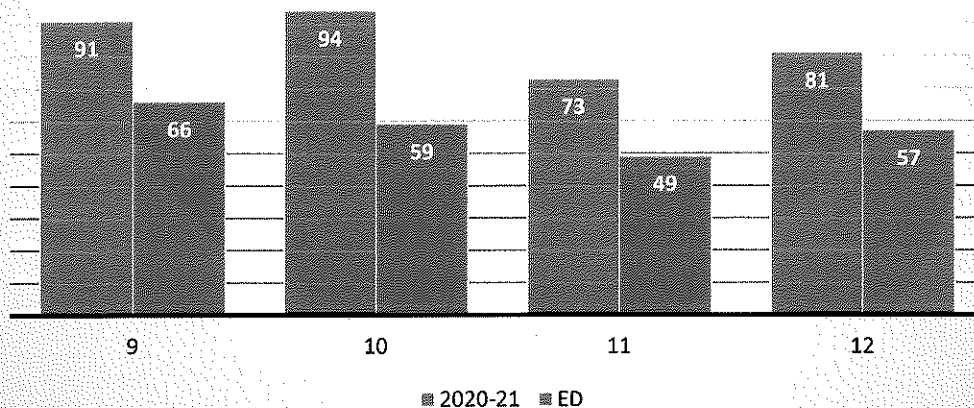
2020-21 GENDER



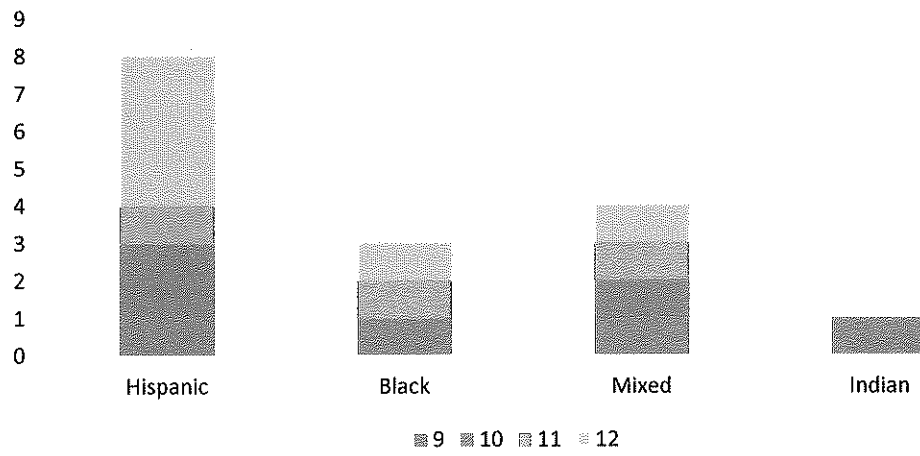
% SWD STUDENTS IN COHORT



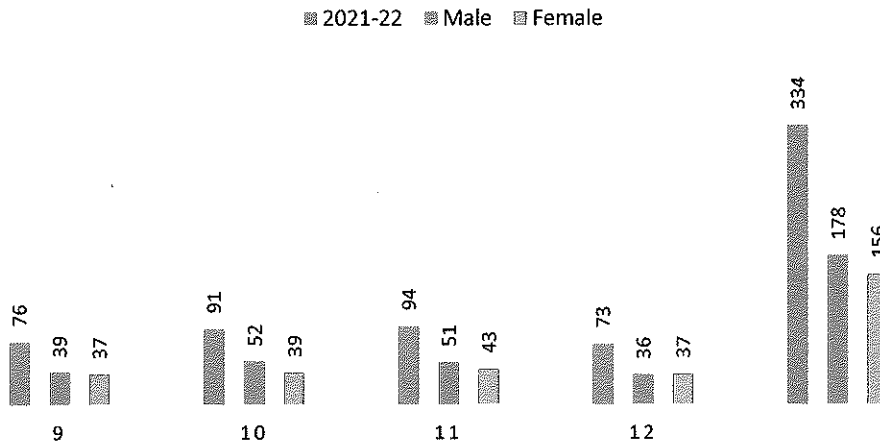
Economically Disadvantaged 2020-21



Minorities 2020-21



GENDER 2021-22



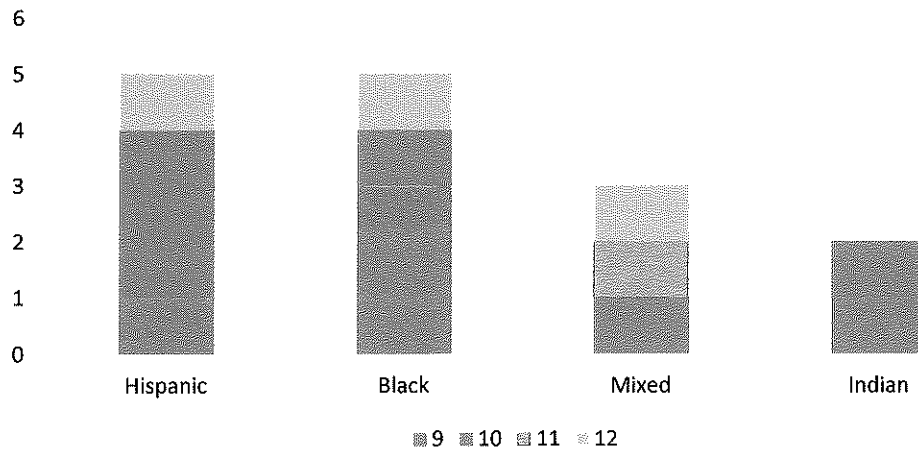
% SWD IN COHORT



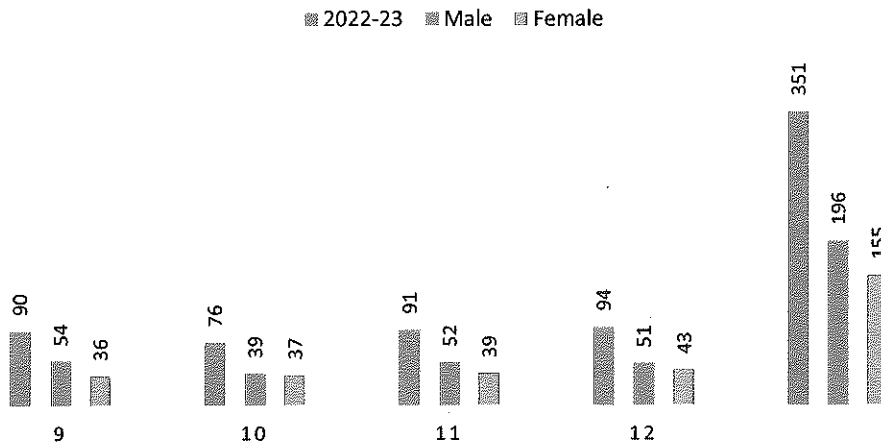
ED STUDENTS 2021-22



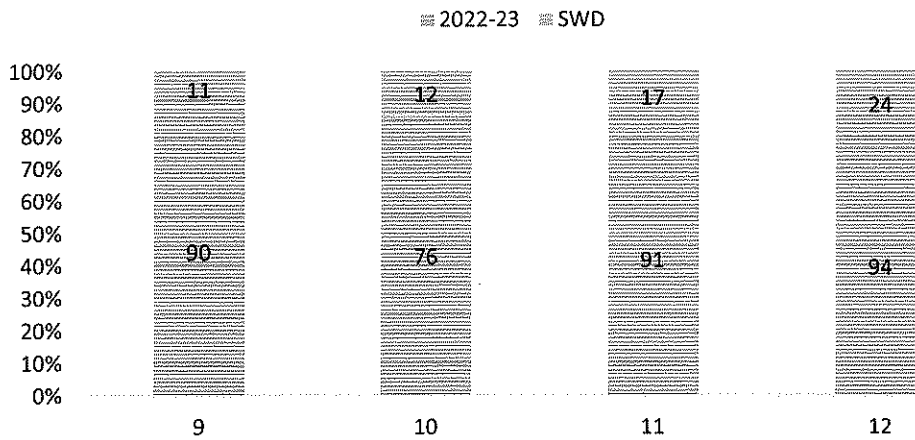
Minorities 2021-22



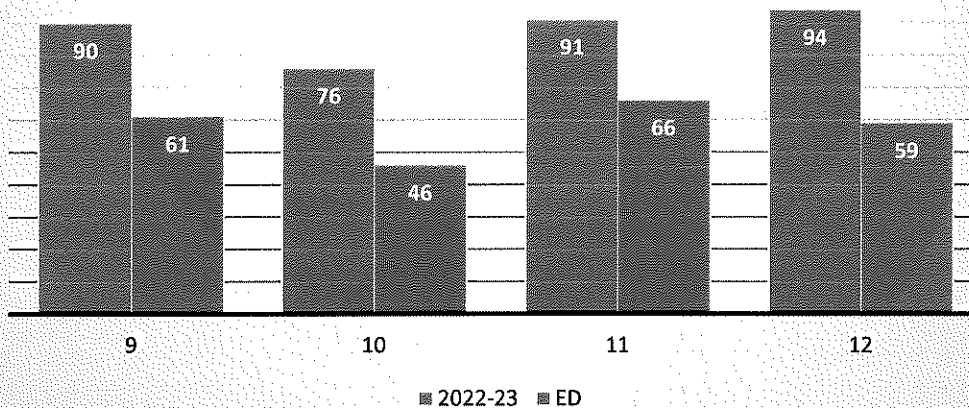
GENDER 2022-23



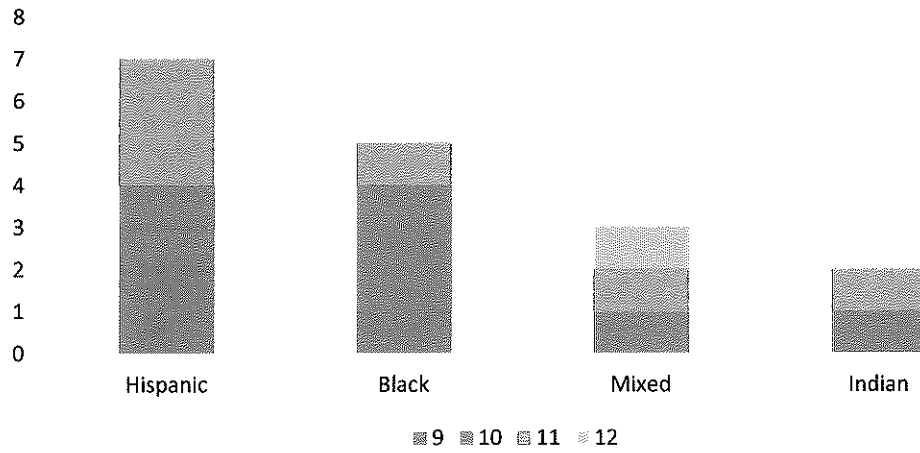
%SWD STUDENTS IN COHORT



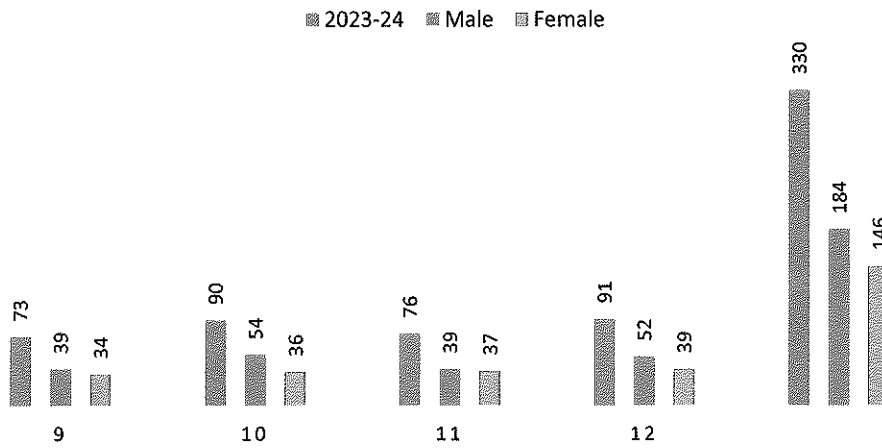
Economically Disadvantaged



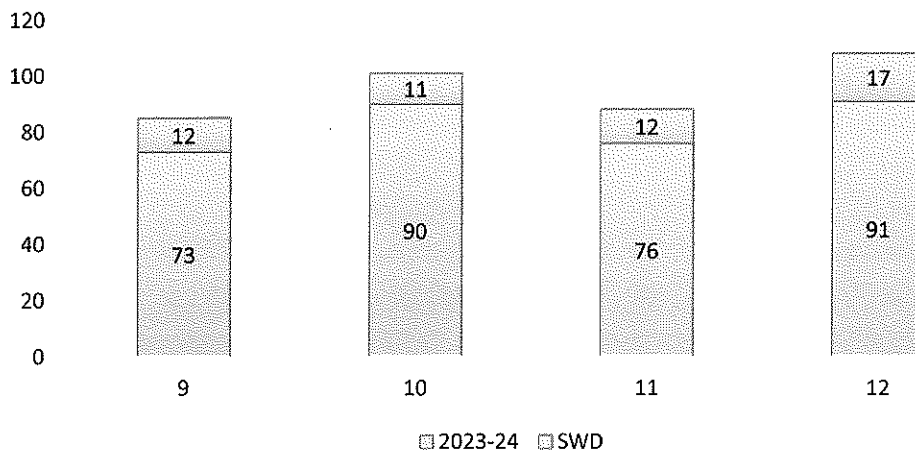
Minorities 2022-23



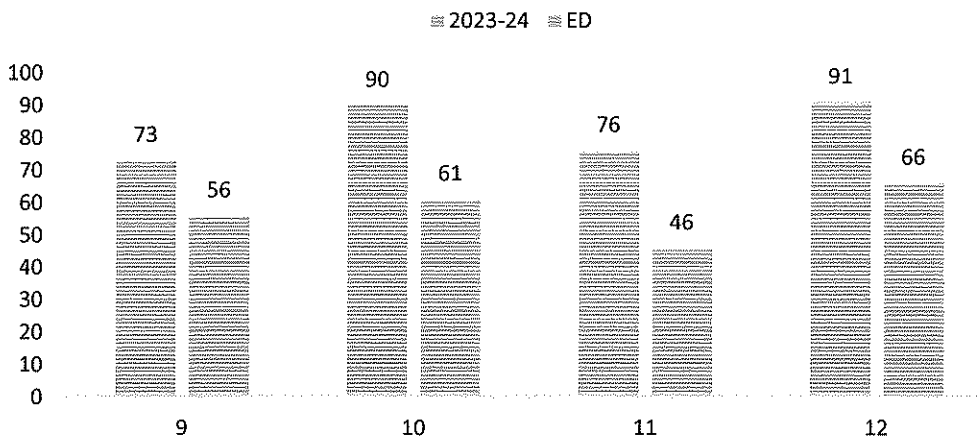
GENDER 2023-24



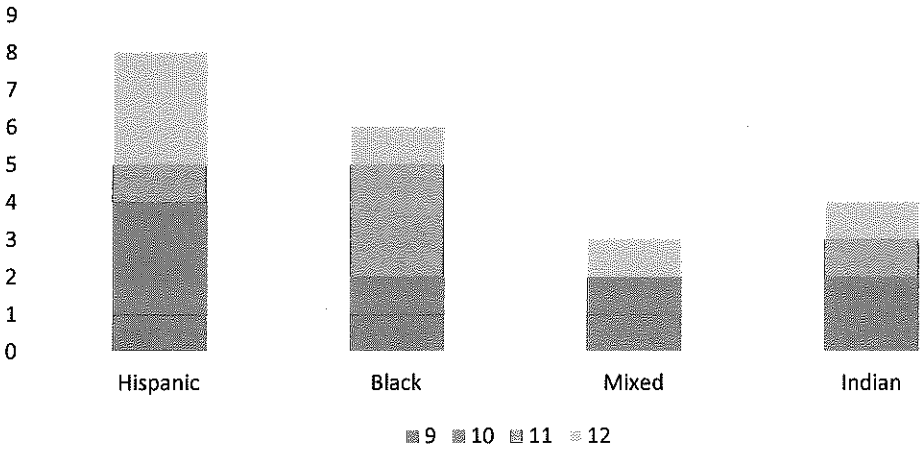
Students w/Disabilities 2023-24



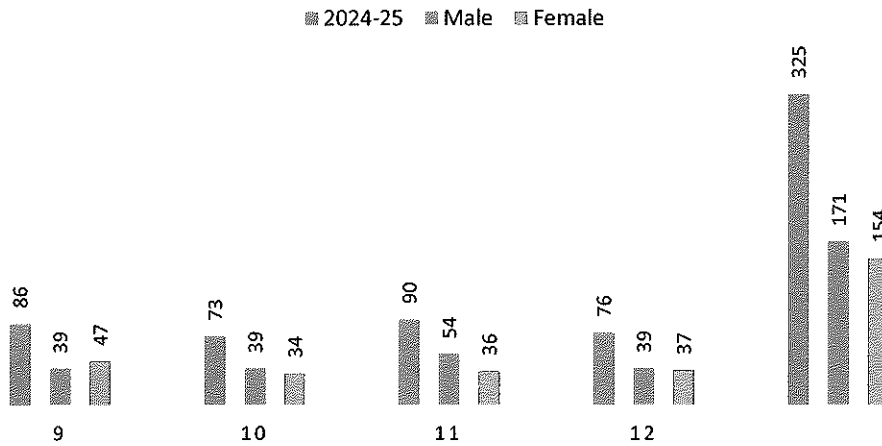
ECONOMICALLY DISADVANTAGED



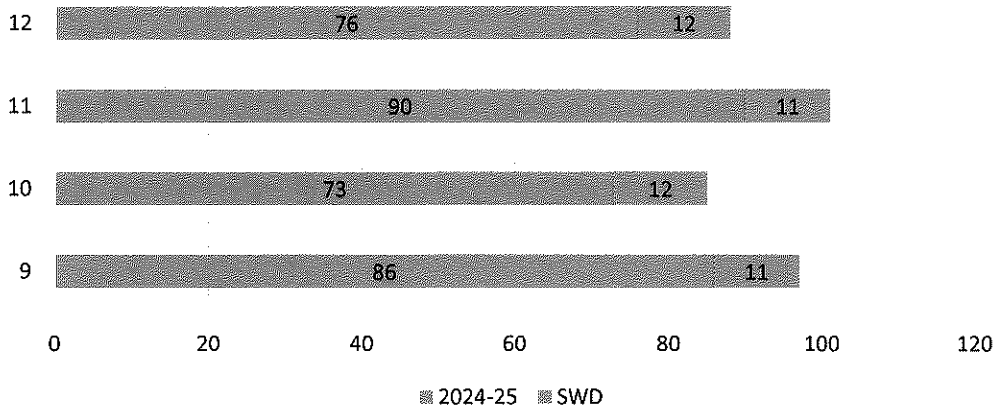
Minorities 2023-24



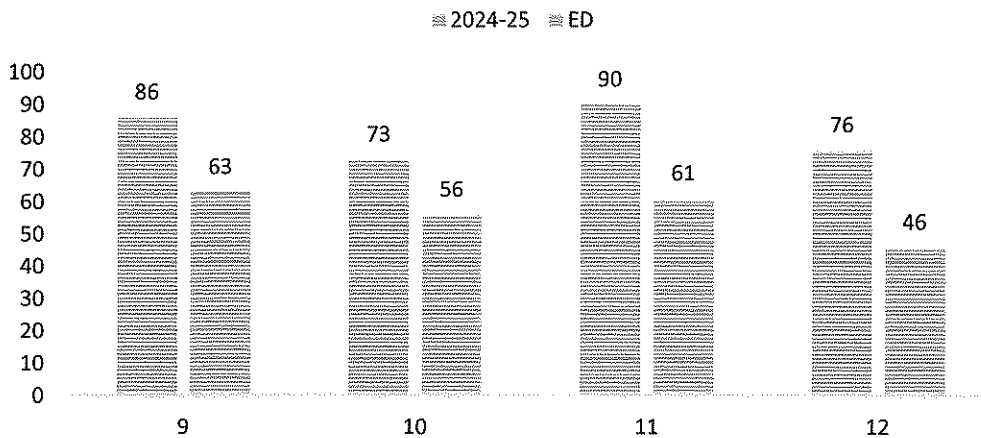
GENDER 2024-25



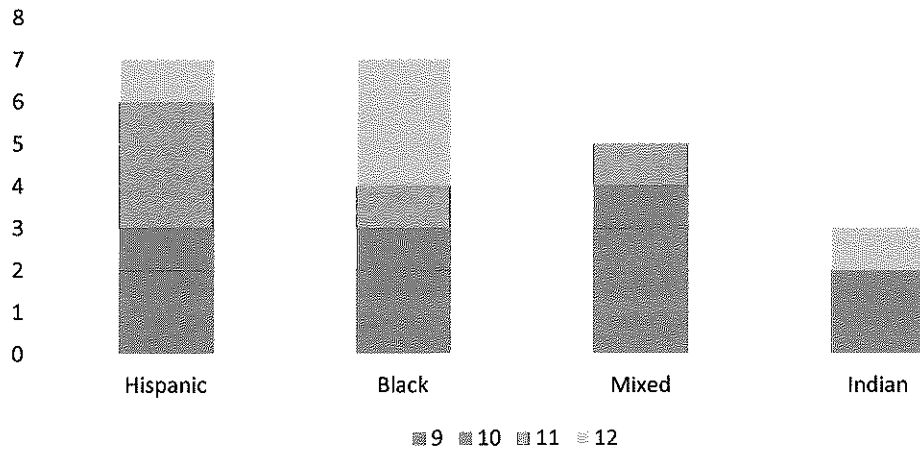
Students w/Disabilities 24-25



ECONOMICALLY DISADVANTAGED



Minorities 24-25



GIVE Memorandum of Understanding

Memorandum of Understanding

Between
Tennessee College of Applied Technology Livingston
Clay County Schools
and
Upper Cumberland Local Workforce Development

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston, Clay County Schools, and Upper Cumberland Local Workforce Development to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

Purpose

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

Reporting

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation. During this time, TCAT Livingston, Clay County School System, and our industry and community partners will have the opportunity to share data necessary to evaluate the success of the program. Program requirements will be continuously adjusted accordingly.

Duration

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston, the Clay County School system, and the Upper Cumberland Local Workforce Development an individual partner can terminate their participation by giving a written notice of intent to terminate.

Duties of each partner

This section will describe the responsibilities as agreed upon for each partner.

Responsibilities of TCAT Livingston:

- Serve as the lead entity of the grant;
- Coordinate all grant activities;

- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

Responsibilities of Upper Cumberland Local Workforce Development:

- Create workforce partnerships with local industries requiring high demand skills;
- Match current job openings with program skills development;
- Communicate with partners on program development and progress;
- Provide students with career advancement opportunities training;
- Documentation of student and workforce relationship successes.

Responsibilities of Clay County School System and Clay County High School:

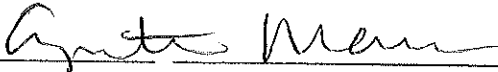
- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

Contact Information

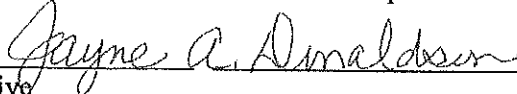
Tennessee College of Applied Technology Livingston
740 Hi Tech Drive
Livingston, TN 38570
(931) 823-5525

Upper Cumberland Local Workforce Development
580 South Jefferson Avenue
Cookeville, TN 38501
(931) 520-6020

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-5-19
Program Director
TCAT Livingston

Signature:  Date: 9-5-19
Representative
Upper Cumberland Local Workforce Development

Signature:  Date: 9/6/19
Representative
Clay County Schools

GIVE Memorandum of Understanding

Memorandum of Understanding

Between

Tennessee College of Applied Technology Livingston
Clay County Schools
and
Clay County Chamber of Commerce

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston, Clay County Schools, and Clay County Chamber of Commerce to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

Purpose

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

Reporting

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation. During this time, TCAT Livingston, Clay County School System, and our industry and community partners will have the opportunity to share data necessary to evaluate the success of the program. Program requirements will be continuously adjusted accordingly.

Duration

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston, the Clay County School system, and the Clay County Chamber of Commerce an individual partner can terminate their participation by giving a written notice of intent to terminate.

Duties of each partner

This section will describe the responsibilities as agreed upon for each partner.

Responsibilities of TCAT Livingston:

- Serve as the lead entity of the grant;

- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

Responsibilities of Clay County Chamber of Commerce:

- Create workforce partnerships with local industries requiring high demand skills;
- Match current job openings with program skills development;
- Communicate with partners on program development and progress;
- Provide students with career advancement opportunities training;
- Documentation of student and workforce relationship successes.

Responsibilities of Clay County School System and Clay County High School:

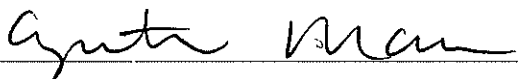
- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.


Contact Information

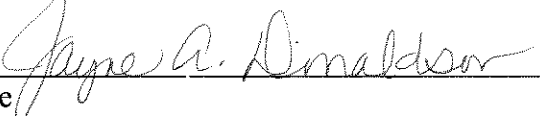
Tennessee College of Applied Technology Livingston
740 Hi Tech Drive
Livingston, TN 38570
(931) 823-5525

Clay County Chamber of Commerce
424 Brown Street
Celina, TN 38551
(931) 243-3338

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-3-19
Program Director
TCAT Livingston

Signature:  Date: 9-3-19
Representative
Clay County Chamber of Commerce

Signature:  Date: 9/3/19
Representative
Clay County Schools

GIVE Memorandum of Understanding

Memorandum of Understanding

Between

Tennessee College of Applied Technology Livingston
Clay County Schools
and
Clay County Industrial Development Board

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston, Clay County Schools, and Clay County Industrial Development Board to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

Purpose

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

Reporting

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation. During this time, TCAT Livingston, Clay County School System, and our industry and community partners will have the opportunity to share data necessary to evaluate the success of the program. Program requirements will be continuously adjusted accordingly.

Duration

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston, the Clay County School system, and the Clay County Industrial Development Board an individual partner can terminate their participation by giving a written notice of intent to terminate.

Duties of each partner

This section will describe the responsibilities as agreed upon for each partner.

Responsibilities of TCAT Livingston:

- Serve as the lead entity of the grant;

- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

Responsibilities of Clay County Industrial Development Board:

- Create workforce partnerships with local industries requiring high demand skills;
- Match current job openings with program skills development;
- Communicate with partners on program development and progress;
- Provide students with career advancement opportunities training;
- Documentation of student and workforce relationship successes.

Responsibilities of Clay County School System and Clay County High School:


- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

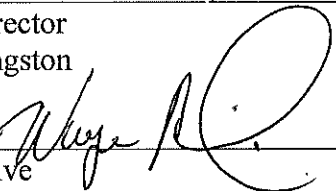
Contact Information

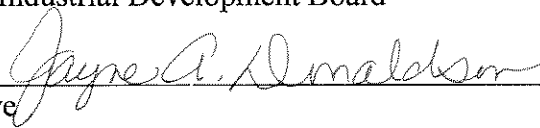
Tennessee College of Applied Technology Livingston
740 Hi Tech Drive
Livingston, TN 38570
(931) 823-5525

Clay County Industrial Development Board
424 Brown Street
Celina, TN 38551
(931) 243-3338

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-3-19
Program Director
TCAT Livingston

Signature:  Date: 9-3-19
Representative
Clay County Industrial Development Board

Signature:  Date: 9/3/19
Representative
Clay County Schools

GIVE Memorandum of Understanding

Memorandum of Understanding

Between
Tennessee College of Applied Technology Livingston
Clay County Schools
and
Highlands Economic Partnership - Workforce and Education -- Pathways

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston, Clay County Schools, and Highlands Economic Partnership - Workforce and Education -- Pathways to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

Purpose

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

Reporting

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation. During this time, TCAT Livingston, Clay County School System, and our industry and community partners will have the opportunity to share data necessary to evaluate the success of the program. Program requirements will be continuously adjusted accordingly.

Duration

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston, the Clay County School system, and the Highlands Economic Partnership - Workforce and Education -- Pathways an individual partner can terminate their participation by giving a written notice of intent to terminate.

Duties of each partner

This section will describe the responsibilities as agreed upon for each partner.

Responsibilities of TCAT Livingston:

- Serve as the lead entity of the grant;

- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

Responsibilities of Highlands Economic Partnership - Workforce and Education -- Pathways:

- Create workforce partnerships with local industries requiring high demand skills;
- Match current job openings with program skills development;
- Communicate with partners on program development and progress;
- Provide students with career advancement opportunities training;
- Documentation of student and workforce relationship successes.

Responsibilities of Clay County School System and Clay County High School:

- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

Contact Information

Tennessee College of Applied Technology Livingston
740 Hi Tech Drive
Livingston, TN 38570
(931) 823-5525

Highlands Economic Partnership - Workforce and Education -- Pathways
1 West First Street
Cookeville, TN 38501
(931) 526-2211

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature: *Arnette Man* Date: 9-5-19
Program Director
TCAT Livingston

Signature: *Lillian Hartmann* Date: Sept. 4, 2019
Representative
Highlands Economic Partnership - Workforce and Education -- Pathways

Signature: *James A. Donaldson* Date: 9-6-19
Representative
Clay County Schools

GIVE Memorandum of Understanding

Memorandum of Understanding

Between

Tennessee College of Applied Technology Livingston

and

Clay County School System

Clay County High School

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston, the Clay County School System, and Clay County High School to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

Purpose

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs. This partnership provides high school students the opportunity to earn both TCAT (clock hours) and high school graduation credits simultaneously upon successful completion of qualified course(s).

The qualified program/courses are: Fabricating a New Workforce in the Clay County through Welding Technology

Instructors for the dual enrollment classes shall be subject to the approval of all partners and will adhere to the College policies regarding academic standards and documentation of attendance and grades.

Reporting

The lead agency, TCAT Livingston, Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation.

In accordance with the guidelines set forth by the Tennessee Board of Regents (TBR), the Tennessee Higher Education Commission (THEC), and the procedures established by TCAT Livingston reserves the right to schedule an observation of the class by the Program Director at any time to ensure that college-level outcomes are met.

Duration

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston, Clay County School System, and Clay County High School an individual partner can terminate their participation by giving a written notice of intent to terminate.

Duties of each partner

This section will describe the responsibilities as agreed upon for each partner.

Responsibilities of TCAT Livingston:

- Serve as the lead entity of the grant;
- Coordinate all grant activities;
- Provide program instructor;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

Responsibilities of Clay County School System and Clay County High School:

- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.


Contact Information

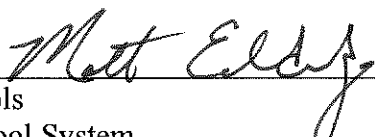
Tennessee College of Applied Technology - Livingston
Cynthia Mann
Program Director
740 Hi Tech Drive
Livingston, TN 38570
(931) 823-5525

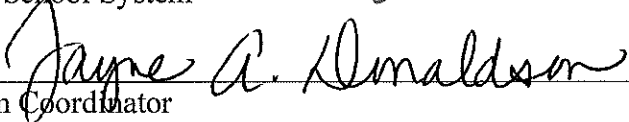
Clay County School System
Matt Eldridge
Director of Schools
520 Brown Street
Celina, TN 38551
(931) 243-3310
meldridge@clayedu.com

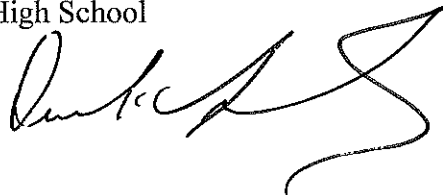
Clay County High School
Jayne Donaldson
CTE Program Coordinator
520 Brown Street
Celina, TN 38551
(931) 243-3310
donaldsonj@clayedu.com

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-3-19
Program Director
TCAT Livingston

Signature:  Date: 9-3-19
Director of Schools
Clay County School System

Signature:  Date: 9/3/19
CTE Program Coordinator
Clay County High School

 Principal
Clay County High School 9/3/19

GIVE Memorandum of Understanding

Memorandum of Understanding

Between
Tennessee College of Applied Technology Livingston
And
Honest Abe Log Homes

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston and Honest Abe Log Homes to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

Purpose

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

Reporting

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation.

Duration

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston and the Clay County School System, an individual partner can terminate their participation by giving a written notice of intent to terminate.

Duties of each partner

This section will describe the responsibilities as agreed upon for each partner.

Responsibilities of TCAT Livingston:

- Serve as the lead entity of the grant;
- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

Responsibilities of Honest Abe Log Homes:

- Provide meaningful and sustainable work experiences to students through internships, co-ops, registered apprenticeships, and clinicals;
- Communicate with partners on program development and progress;
- Provided direct reinforcement of academic, technical, and employability skills;
- Assessment of student learning that is aligned with expectations;
- Offer students summer internship opportunities;
- Provide teacher and guidance counselors externships and shadowing opportunities;
- Documentation of student learning.

Responsibilities of Clay County School System and Clay County High School:

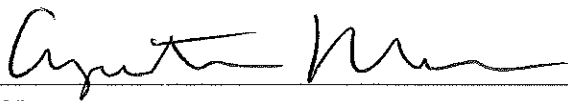
- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

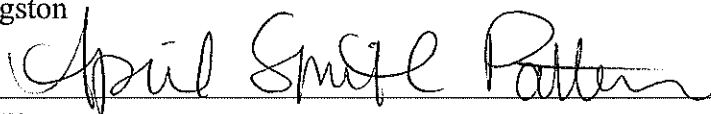
Contact Information

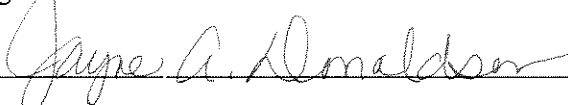
Tennessee College of Applied Technology Livingston
740 Hi Tech Drive
Livingston, TN 38570
(931) 823-5525

Honest Abe Log Homes
9995 Clay County Hwy
Moss, TN 38575
(800) 231-3695

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-3-19
Program Director
TCAT Livingston

Signature:  Date: 9-3-19
Representative
Honest Abe Log Homes

Signature:  Date: 9/3/19
Representative
Clay County Schools

GIVE Memorandum of Understanding

Memorandum of Understanding

Between
Tennessee College of Applied Technology Livingston
And
VF Transformer

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston and VF Transformer to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

Purpose

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

Reporting

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation.

Duration

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston and the Clay County School System, an individual partner can terminate their participation by giving a written notice of intent to terminate.

Duties of each partner

This section will describe the responsibilities as agreed upon for each partner.

Responsibilities of TCAT Livingston:

- Serve as the lead entity of the grant;
- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

Responsibilities of VF Transformer:

- Provide meaningful and sustainable work experiences to students through internships, co-ops, registered apprenticeships, and clinicals;
- Communicate with partners on program development and progress;
- Provided direct reinforcement of academic, technical, and employability skills;
- Assessment of student learning that is aligned with expectations;
- Offer students summer internship opportunities;
- Provide teacher and guidance counselors externships and shadowing opportunities;
- Documentation of student learning.

Responsibilities of Clay County School System and Clay County High School:

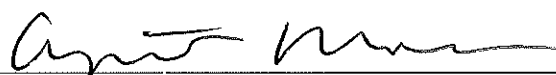
- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

Contact Information

Tennessee College of Applied Technology Livingston
740 Hi Tech Drive
Livingston, TN 38570
(931) 823-5525

VF Transformer
1125 Walnut Ave
Celina, TN 38551
(931) 243-4717

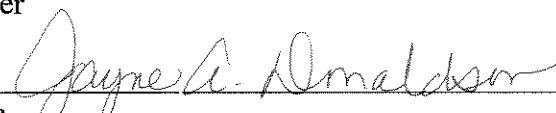
The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature:  Date: 9-3-19

Program Director
TCAT Livingston

Signature:  Date: 9/3/19

Representative
VF Transformer

Signature:  Date: 9/3/19

Representative
Clay County Schools

GIVE Memorandum of Understanding

Memorandum of Understanding

Between
Tennessee College of Applied Technology Livingston
And
Stephens Manufacturing Co

This Memorandum of Understanding (MOU) sets for the terms and understanding between Tennessee College of Applied Technology Livingston and Stephens Manufacturing Co to establish the terms and conditions under which the Governor's Investment in Vocational Education (GIVE) grant program will function.

Purpose

This MOU will provide an understanding of the roles and responsibilities of each partner and how their efforts will develop long term partnerships.

The partnership outlined in this memorandum will support efforts to develop an employer-driven career path that can be obtained through higher education programs.

Reporting

The TCAT Livingston Program Director and GIVE advisory board will evaluate effectiveness and adherence to the agreement. The advisory board will meet twice per year, or more often if needed, to relay progress or issues related to program implementation.

Duration

This MOU shall become effective beginning with the execution of the GIVE grant contract and will remain in effect for a period of no less than 30 months. The MOU may be modified or extended by mutual consent of the partners. In the absence of mutual agreement by the authorized officials from TCAT Livingston and the Clay County School System, an individual partner can terminate their participation by giving a written notice of intent to terminate.

Duties of each partner

This section will describe the responsibilities as agreed upon for each partner.

Responsibilities of TCAT Livingston:

- Serve as the lead entity of the grant;
- Coordinate all grant activities;
- Manage partner participation;
- Complete any reports necessary to administer the grant;
- Monitor and audit partnership contracts;
- Other responsibilities to support grant activity.

Responsibilities of Stephens Manufacturing Co:

- Communicate with partners on program development and progress;
- Provided direct reinforcement of academic, technical, and employability skills;
- Assessment of student learning that is aligned with expectations;
- Provide teacher and guidance counselors externships and shadowing opportunities;
- Documentation of student learning.

Responsibilities of Clay County School System and Clay County High School:

- Recruit and refer students to the program;
- Communicate with partners on program development and progress;
- Develop industry partnerships within the community;
- Provide appropriate classroom space and instructional equipment;
- Supply instructional facility.

Contact Information

Tennessee College of Applied Technology Livingston
740 Hi Tech Drive
Livingston, TN 38570
(931) 823-5525

Stephens Manufacturing Co
711 W 4th Street
Tompkinsville, KY 42167
(270) 487-6774

The parties to this MOU through their authorized representatives confirm their acceptance on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU.

Signature: Amy Mearns Date: 9-5-19

Program Director
TCAT Livingston

Signature: Alanna Stephens Deckard Date: 9/5/2019

Representative

Stephens Manufacturing Co

Signature: Jayme A. Donaldson Date: 9/5/2019

Representative

Clay County Schools